



*Bunny Koehler*

**Engineering Technician I (4 Positions)  
Squad Technician**

<b>IPR Number:</b>	<b>44654</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW011-23-55-303-10-01</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm Monday – Friday</b>
<b>Opening Date:</b>	<b>October 1, 2020</b>		
<b>Closing Date:</b>	<b>October 30, 2020</b>	<b>Salary:</b>	<b>\$2,695 – \$4,735 *</b>

**Office/Central Bureau/District/Work Address:**

Office of Highways Project Implementation / Bureau of Program Development / Region 3 District 5 / 13473 IL Hwy 133, Paris

**Position Purpose:**

This position is accountable for performing basic tasks associated with designing and preparing studies, plans and specifications for highway facility improvements.

**Qualifications:**

**Position Requirements:**

- Education/Experience:
  - Completion of two years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum **OR**
  - Two years of engineering experience
- Valid driver's license

**Position Desirables:**

- Working knowledge of the preparation of design plans and the ability to perform necessary technical computations in planning preparation
- Working knowledge of math to include trigonometry
- Ability to communicate effectively and follow oral and written instructions

**How to Apply/Remarks:**

Technical Applications PM1080 (rev 8/23/19) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time.

**Agency Contact:** Bureau of Personnel Management, 217/782-5594

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

Only education/coursework and experience listed within the application will be considered for determining eligibility for this position.

Applicants may submit college transcripts for completed coursework.

Please be advised that if a high volume of applications is received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

Applicants will be notified in writing to schedule interviews.

\*Individual salary offers are computed based on an applicant's qualifications and experience relative to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	July 16, 2019	<b>WORKING TITLE:</b>	Squad Technician
<b>POSITION CLASSIFICATION:</b>	Engineering Technician I	<b>OFFICE/BUREAU:</b>	OHPI/Program Development
<b>POSITION NUMBER:</b>	PW011-23-55-303-10-01	<b>REGION/DISTRICT:</b>	Region 3/District 5

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***Position Purpose***

This position is accountable for performing basic tasks associated with designing and preparing studies, plans and specifications for highway facility improvements.

***Dimensions***

Contract Value:	\$1,000,000 to \$3,000,000
Number of Contracts:	2 to 3 per year

***Nature and Scope***

This position reports to the Studies & Plans Squad Leader. No subordinates report to this position.

This position functions within a Studies and Plans squad, which is primarily accountable for accomplishing projects assigned by the Project Engineer. This position is unique in that the geographic area within which this position operates encompasses a 7-county area which for the most part, is rural but contains several highly urbanized areas including Bloomington-Normal, Champaign-Urbana and Danville.

The greatest challenge for this position entails expediting all assigned activities in an accurate and timely manner. A typical problem for this position is to insure the completed output of a project assignment is correct and according to approved standards.

The incumbent is responsible for assisting in all aspects of study and plan preparation including preparation of various engineering analyses and studies, the determination of grade lines, the plotting of field notes on plan and profile and cross section sheets, calculation of quantities, design and drafting using MicroStation and the preparation and verification of earthwork computations.

In accomplishing the objectives of this position, the incumbent must operate within the limits of prescribed design standards and specifications. Problems relating to alternative approaches to highway design and/or deviation from original scope of project are referred to the squad leader for further consideration.

Internal contacts include other sections within the Bureau of Program Development for the purpose of obtaining information relative to specific design projects. The incumbent has occasional contact with Land Acquisition regarding right-of-way requirements, Materials for soil survey data, Programming for traffic data and Operations to obtain signing data and information regarding maintenance problems and landscaping. The incumbent's external contacts occur on an occasional basis and may include the Federal Highway Administration (FHWA) and county and municipal officials to provide information regarding highway improvements.

The effectiveness of this position can be measured by the ability of the incumbent to accomplish all assignments in an efficient and effective manner.

**Principal Accountabilities**

1. Perform basic cost and quantity calculations to ensure their accuracy and completeness.
2. Prepare accurate design layouts and basic drawings in compliance with prescribed standards and specifications.
3. Accomplish assigned tasks in a timely manner to facilitate the letting of contracts on schedule.
4. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
5. Performs other duties as assigned.

**Subordinates of this position**

Position Classification	Position Number	Working Title	Authorized Identical
N/A			

**Supervisor of this position**

Immediate Supervisor Position Classification: Civil Engineer IV

Working Title: Sr. Squad Leader

Position Number: PW114-23-55-303-10-01

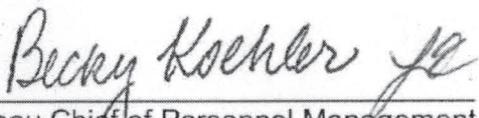
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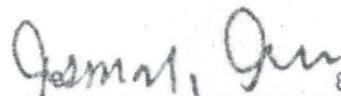
**Position Desirables**

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**Agency Approvals**

  
Becky Koehler

Bureau Chief of Personnel Management

  
James J. ...

Secretary, Department of Transportation